

DEPARTMENT MEMBERS PLANNING TO RETIRE

Pursuant to the Law Enforcement Safety Act and the Milwaukee Police Department's certification policy (General Order 2010-38), sworn members seeking certification to carry a concealed firearm upon retirement must complete the following forms, which are available on the Department Directives Intranet site and the Milwaukee Police Department's website:

- Registration form
- Background questionnaire
- Waiver of liability
- Certification of residency

Members should complete and forward these forms to the Human Resources Division **at least two weeks prior to retirement** to allow processing at no cost, which includes Department certification and an identification card on the date of retirement.

In addition, if a member plans on carrying a firearm that has not been previously inspected and approved by the Firearms Section, the firearm must be inspected and approved by the Firearms Section before a certification card will be issued. In addition, the Firearms Section will also ensure the member is proficient in the use of the gun. It is recommended that this be done prior to retirement so that no cost is incurred by the member or a delay in certification.